

To: BEP Recipients (All Divisions)
From: Department of Asset Preservation
Date: November 1, 2019
Re: **Amendment to BEP Notice 17-89: Indiana Landmarks Review & Appeal Process**

On April 11, 2017, IHCDA issued BEP Notice 17-89 which outlined the historic review process. This Notice hereby amends the historic review and appeal procedures previously outlined in 17-89. Effective November 1, 2019, Indiana Landmarks will no longer consider architectural significance in its eligibility review. Indiana Landmarks will consider whether a property is individual listed on the National/State Registers and if the property is located within an historic district.

Properties that are individually listed on the National Register or State Register are ineligible for inclusion in the BEP. These properties will be automatically declined without option for appeal. Properties located in a historic district but not individually listed on the Register shall be treated in the following manner:

1. Indiana Landmarks will notify IHCDA that a property submitted for review is located within an historic district and whether they object to the inclusion of the property;
2. IHCDA will advise the Recipient of Indiana Landmarks' findings and the ten (10) calendar-day window for submitting an appeal will begin;
3. Recipient may elect to do nothing and the property will be automatically declined, OR Recipient may elect to submit an appeal via the Historic Review Appeals Portal on JotForm at <https://www.jotform.com/IHCDA/inlapeal>
 - a. Recipient may submit any additional documentation it believes to be relevant to the appeal including, but not limited to:
 - i. Photos not previously provided in the SEM packet;
 - ii. Additional code enforcement, condemnation, demolition records not previously provided in the SEM Packet; and/or,
 - iii. Written letters from community members and/or elected officials voicing their support for the removal of the property in question.
 - b. Recipient may request that IHCDA and Indiana Landmarks conduct an interior inspection (representative for Recipient must be present)
4. Indiana Landmarks will review the Recipient's appeal and provide its decision to IHCDA within ten (10) calendar days of receipt of the appeal (submission of documentation and conclusion of an interior tour if requested);
5. IHCDA will review Indiana Landmarks' decision and issue the final determination to uphold the objection or to overrule the objection. ALL FINAL DETERMINATIONS WILL BE MADE BY IHCDA.

